

CLASSIFICATION: COMMUNICATIONS TECHNICIAN I

Class Code: 2099-21

Date Established: 04-02-07

Occupational Code: 9-5-4

Date of Last Revision: 05-06-13

BASIC PURPOSE: To perform technical work concerned with the installation, testing, repairing, and operation of mobile and fixed digital radio transmitting and receiving equipment including digital radar, police scanners, public address, intercommunication, digital recording and digital video systems, and Broadband related equipment and apparatus.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and maintains mobile and fixed communications for various state agencies to include land mobile, repeater, long distance telephone, microwave and data systems.
- Troubleshoots and repairs various generations of equipment including microprocessors, transistors, and tube-controlled devices, using schematics, test equipment, and other viable means of examination.
- Programs, tests, and adjusts mobile and fixed digital radio communications equipment and other electronic equipment in vehicles, trucks, boats, and buildings.
- Assists in the procurement and installation of application software.
- Communicates with vendors for products and/or services including warranty services.
- Trains and assists end users in proper operation of mobile or fixed digital radio communications equipment.
- Travels infrequently to remote mountain sites by foot, OHRV, or four-wheel drive vehicle.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures or in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

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Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associates degree from a recognized college or technical institute with a major study in radio engineering or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years experience in the support and maintenance of wireless communications, infrastructure equipment, and software. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS:

1. Must be willing to respond to emergency call out, if available, 24 hours per day, and seven days per week.
2. Must be willing and able to climb structures up to twenty (20) feet in height, as needed to service equipment.
3. Selected candidates must successfully pass a criminal background check and motor vehicle record check in order to ensure suitability for exposure to confidential information.

License/Certification: Possession of a valid driver's license is required. Must Possession of a FCC general class license and memberships in organizations such as the Association of Public Safety Communications Officials, Intl (APCO) are desirable.

RECOMMENDED WORK TRAITS: Knowledge of the current wireless communications hardware and software development. Knowledge of wireless systems technology. Knowledge of computer database software, communications hardware, and wireless information systems. Ability to make oral and written reports. Ability to establish and maintain effective working relationships with associates, and personnel of other agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.